



## JOB DESCRIPTION

<b>JOB TITLE:</b> HR Specialist - Employment	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Human Resources	<b>Date Revised:</b> 7/10/2018
<b>Security Sensitive:</b> Yes	<b>Grade:</b> B-23
<b>Reports To:</b> Director of Human Resources and Risk Management	

### **Job Summary**

Under the general supervision of the Human Resources Director, performs a variety of technical and para-professional duties in support of the Human Resources Department. Requires a range of skills and knowledge of organizational policies and procedures. Assists and directs visitors. Provides information and assistance to the College staff and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents.

### **Essential Functions**

- Coordinates the accurate and timely completion of both routine and non-routine administrative department functions, and delegates tasks to support personnel where applicable;
- Provides accurate interpretation of Policy and Procedures in answering employee and applicant questions;
- Coordinates intra-and inter-departmental communications, i.e., managerial directives, dissemination of college/departmental policy and procedures, meeting agendas;
- Assists supervisor in both routine and special department projects;
- Prepares statistical and financial analysis, research, data compilation;
- Completes HR report preparation and salary surveys including but not limited to CBM008, IPEDS, AA/EEO reports, LBB, THECB, TACC, and TCCTA reporting, ORP annual reporting and auditor reports;
- Serves on committees as requested by the College President;
- Coordinates and maintains HR department files, forms, reports, etc;
- Monitors HR departmental budgets;
- Maintains office supply inventory and ordering;
- Advertises open positions on internal and external sites;
- Coordinates with Texas Work Source Commission Workforce Solutions;
- Maintains HR records in accordance with records retention guidelines;
- Prepares search committee materials, meets with search committee chair to establish hiring guidelines; monitors search committee process;
- Maintains employee database and faculty credentials in Colleague and ADP;
- Processes criminal background checks, sexual offender checks and EVerify verification on all new hires;

- Creates credential files for each full and part time faculty employee in accordance with SACS requirements;
- Maintains all HR department and Staying Safe on Campus webpages on the GC website;
- Creates and updates faculty web pages for all full and adjunct faculty;
- Maintains social networking sites for HR (Twitter/Facebook/LinkedIn);
- Prepares monthly reports to the Board of Regents of new faculty hires, resignations and retirements;
- Reconciles monthly payroll to the general ledger; reconciles quarterly 941s to the general ledger;
- Processes quarterly and annual retiree dental checks;
- Processes quarterly board members insurance billing;
- Tracks employee DOT physicals and random testing for DOT compliance. Submits Self Certification Affidavits to the DOT for all drivers of College vehicles;
- Runs yearly driving record checks on drivers of College vehicles;
- Tracks veteran status of all employees and applicants for state reporting;
- Completes and submits DWC-1 and DWC-6 reports on workplace accidents in accordance with TASBRMF requirements;
- Assists HR Director with the Annual Employee Awards program and process;
- Orders employee years of service awards and retirement awards;
- Tracks attendance at Staff Professional Development Training and General Assembly;
- Archives recruiting, applicant, and employee files in accordance to the GC Records Retention Policies;
- Represents Galveston College at job fairs;
- Ensures workplace Labor Law posters are current and posted in compliance with the DOL;
- Maintains confidentiality regarding personnel actions; confidential and sensitive performance problems; documents of non-renewal and termination actions, organizational plans, and legal actions where premature disclosure could disrupt activities within the HR office, the College or the community;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

### **Minimum Education, Skills and Abilities**

- Associate degree in related area and a minimum of two years related experience in administrative support functions, preferably with two years progressively responsible Human Resources experience or an equivalent combination of education and experience;
- Broad knowledge of general Human Resources principles, policies and procedures;
- Experience in performing assignments/projects that demonstrate a high degree of organization and independent judgment or an equivalent combination of education and experience;
- Demonstrated skills in the utilization of automated HR systems including report writing and the use of PC's and related software;
- Demonstrated proficiency with PC's and associated software (Microsoft Word, Excel, or other packages required by the supervisor).
- Ability to make administrative/procedural decisions;
- Ability to gather data compile information and prepare reports;
- Excellent interpersonal skills both verbal and written;
- Excellent customer service skills;

- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts;
- Attention to detail;
- Ability to cope with several tasks and projects simultaneously;
- Ability to meet deadlines;
- Excellent problem solving and analytical skills and initiative.

**Preferred Education, Skills and Abilities**

- Bi-lingual (English-Spanish);
- Bachelor’s degree;
- Two years progressively responsible Human Resources experience;
- Experience with ADP WorkforceNow.

**Work Environment**

- Operates in a climate controlled office with no exposure to environmental or work hazards;
- Walking, reaching, bending, manual dexterity, good vision and hearing and ability to lift approximately 10 pounds.

**Special Requirements**

- Ability to work evenings and weekends as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date